

Computerized  
Financial Accounting System

(A System for Training)



User Manual  
and Technical information

Developed by  
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## **Preface**

The system is an improvement of a system which was used at NIBM for nearly 8 years. This system is now capable of printing the Financial Statements also

Further improvements could be made whenever such a request is made by the customers

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25<sup>th</sup> Nov 2012

# **Financial Accounting System**

## **1.0 Introduction**

This is the latest version of the Financial Accounting System. The first version became available in June 1999. A group of Accountants were present when this was first demonstrated at a seminar on 8th June 1999, at NIBM. That first system was a result of the experience of DOS/dBase system initiated in 1993. The first version of the DOS/dBase system was implemented in the Accounts Dept of National Institute of Business Management and many other private sector manufacturing organizations.

This latest version is Windows XP based and the database used is MS-Access 2003. This system was installed in a few companies..

## **2.0 System Specification**

The database has been developed using MS-Access 2003 unlike the earlier versions that were developed using MS-Access 97. The new version has to be almost re-written for this purpose and also include more user-friendliness.

Programming language is Visual Basic 6.0 with SP6. ADO technology has been used to access the data source.

The system has been designed to work on a Local Area Network with Windows XP operating system.

### **2.1 Transaction Data Storage Tables**

The data is stored in the following tables contained in the database named **AccountingSystem00.mdb**

PaymentCashBook

ReceiptCashBook

PettyCashBook

Journal

Journal Details

You may use MS-Access 2007 to open the database and view the tables. This should be done by only by one person preferably the Accountant himself to handle unforeseen errors or to see data.

The database is protected by a password.

### **2.2 Main Data Storage Tables**

The main tables are:

GeneralLedger

Trial Balance

AccountNames

### **2.3 Reference Tables**

These are a few:

Months

Dates

Banks

TB (temporary storage of last extracted Trial Balance)

### **3.0 Processing**

Processing means the following:

3.1 Month end updating of General Ledger with the transactions from Cash Books and Journals. The system now does not simulate the manual system of double entries. That is, double entry for each payment or Receipt goes to General Ledger. In old version only one credit and debit entry for cash account. Analyzed subtotals went to respective account codes as in the manual system.

**Note:** Month end updating can be done weekly or even daily

3.2 Month end extraction of TB. This can be taken at any time, theoretically, once the GL is updated.

**Note:** GL does not maintain the Balance column as in the manual systems or the earlier versions of this package.

3.3 After processing user can see the Trial Balance in an Excel worksheet This is built into the system.

3.4 Year end and Year beginning processing: At the end of the financial year the Trial Balance would give the basic information to make the annual financial statements. The database has to be backed up and stored for future references. Financial Statements can be obtained monthly too.

At the beginning of the year all opening balances have to be prepared in a Journal Voucher. Before entering this voucher, all the old transaction should be erased from the tables. Data administrator has to do this. Main menu has not been provided for this purpose.

Theoretically the system can hold the old data, if professional standards would permit.

### **4.0 Reports**

You can print the following Financial information and Statements:

1. Trial Balance for any of the month of the current financial year
2. Profit and Loss Statement (cumulative)
3. Balance sheet for any month.
4. Notes that indicate breakup of summarised values shown in the Financial Statements

You can also view and print the following:

1. Bank Balances at any current date.
2. Cash Books month wise, Bank wise  
-Raw data or

- analyzed (A/C No wise) data
- 3. Journal Vouchers month wise or all months at once
- 4. Any single General Ledger Account.

## 5.0 Queries & Processing

Queries are meant for advanced user who has authority of the entire database. You can query the database to obtain information on Transactions, Account balances etc.

You can also use the Structured Query Language to obtain almost any information from the database. The SQL has to be learnt for this purpose. It will be really worth if you put effort to learn this standard language. SQL can be used to Query many databases irrespective of computer hardware and software platforms.

Examples of SQL

```
SELECT * FROM AccountNames ORDER BY Name
```

```
SELECT * FROM PaymentCashBook WHERE Month(Date)=4
```

```
SELECT * FROM TrialBalance WHERE Date=#30/04/99#
```

```
SELECT SUM(dr), sum(cr) FROM GeneralLedger
```

## 6.0 Do's and Don'ts while Month End operations.

### Do's

You can extract TB repeatedly for a month if any corrections found to be done.

Subsequently you can also process again financial statements after such corrections.

### Don'ts

Don't extract trial balance for a given month without updating the GL for that month. If you do wrongly, then the corrections will be difficult. You have to go to Access to erase the wrong records.

## 7.0 Database Backups

It is highly recommended that you take backups prior to any major events such as month end operations. It is better if you can do this weekly or even daily.

This is for security reasons and any accidental erasure or damage to the system.

Do not directly download from the Internet whatever that stimulates you. Viruses are common and they come through e-Mail, pirated CDs and diskettes.

## 8.0 Help System

The help system that is given is based on Windows technological framework and Visual Basic Language. Help Workshop software has been used to make this. It is interesting to note you can leave messages to others in the division, using the Annotate.

You can also obtain help or clarification from me, S Sivaloganathan, Management and IT Consultant who developed this entire system alone.

I wish to thank all the Accounting personnel who made suggestions to improve this version.

## **Appendix**

**Security Password Required**

Your Name

Your Group

Your Password

Ok

Good Morning Director

**Main Menu**  
Data Entry Processing On Screen Info Reports Help Exit

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**Financial Accounting System**

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Nov 2012



**30A, Malalasekara Mw,  
Colombo 7**

Secondary Database

Journal Entries Edit/Entry

Journal Vouchers

Voucher No: 001
Date: 01-Dec-11

Journal Details:

ID	VrNo	ACNo	Dr	Cr	Posted
1	001	1000	400000.00	0.00	Y
2	001	1001	500000.00	0.00	Y
3	001	1008	200000.00	0.00	Y
4	001	1009	10000.00	0.00	Y
5	001	1600	0.00	1110000.00	Y
*					

Narration

ASSETS

Click here for Totals

Add
Cancel
Delete
Refresh
Update
Close

Record: 1

What you see here is the Data entry screen for Journal Vouchers. ‘Y’ indicates that it has gone to General Ledger.

Please see the next page where the steps are shown.




Accounting System program  
How to enter Journal Vouchers

1. Come to Main Menu after security password
2. Click at Data Entry and then choose Journal and then you will see the screen for Journal.
3. Last Voucher you typed will be seen in front of you. (need not be the highest Voucher No)
4. You cannot edit the data if a Journal Voucher has already been posted. (If Y is seen under Posted)

Begin a New Voucher

5. Click at Add button. You will see the blank text box for the new Voucher Number.
6. Type the Voucher Number and select the date of voucher from the date picker
7. Don't forget to leave the check box marked ☒ in the date picker.
8. Next you must click Update button. Without doing this **don't** continue with Dr and Cr entries.
9. Click in the AcNo column. Now the Vr No will be automatically copied.  
(Never type the ID because it is auto generated by the database once you save the record)
10. Now you may type the AcNo or pick an AcNo after dropping down the combo box. The first method is preferred because the approved JVr is in front of you when you type this.
11. After the AcNo, type the Dr or Cr Amount. Now you must press Enter Key before moving to next cell.
12. When you finish one row move the cursor to the next row. Now, your record will be saved.
13. Continue with the next row in the same manner
14. When you finish all the Dr and Cr entries, click on the Total button. Ok will be seen in red, if ok.
15. If not balancing check the data and edit the amount; Press Enter Key; then move the cursor up or down to save the record again.
16. The last data to type is the narration part of the voucher.  
(The ID column is not informative to the user. It is merely technical information.)

### Data Entry of Payments

Payment Cash Book			
VrNo:	01	Date:	04-Dec-11
Name:	K K N JAYATILAKA		
Detail:	SECURITY DEPOSIT FOR RENTAL		
Bank:	BC	BOC-Corporate	
AcNo:	1213	DEPOSITS	
Amount	1500000	Cheque No:	204926
CostCode	800011		
Posted:	Y		
<div><button>Add</button><button>Cancel</button><button>Delete</button><button>Refresh</button><button>Update</button><button>Close</button></div>			
<div><div>Record: 2</div><div></div></div>			

Data entry of Receipts is in a similar screen not shown here.

Data entry screen for Petty cash payments is not shown here. It is also similar

Printing Financial Statements

Top Margin

1.00

Left Margin

0.5

Bottom margin

1.00

Right Margin

0.5

All Margins in inches

Restore Default Margins

Click here to clear the Report

Print

Trial Balance

Single A/C

Ledger

Ledger A/Cs

Profit and Loss

Balance Sheet

Notes

Bank Balances

Printer

Save

Load

Balance Sheet as at 30-Apr-12

Fixed Assets	01	1,000,000.00
Investment		1,000,000.00
		<b>2,000,000.00</b>
<hr/>		
<u>Current Assets</u>		
Stock at 30-Apr-12		50,000.00
Debtors	02	200,000.00
Pre Payments	03	
Balance at Bank		957,300.00
Cash in Hand		9,775.00
		<b>1,217,075.00</b>
<hr/>		
<u>Less: Current Liabilities</u>		
Bank Overdraft		
Creditors	04	100,000.00

This format has to be further improved/changed/modified

**Printing Financial Statements**

Top Margin: 1.00 Left Margin: 0.5  
 Bottom margin: 1.00 Right Margin: 0.5  
 All Margins in inches:  ☐ Click here to clear the Report

Print:

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**Notes for the Financial Statements 30-Apr-12**

**Note 01: Fixed Assets**

Buildings	1,000,000.00
<b>Total</b>	<b>1,000,000.00</b>

**Note 02: Debtors**

Debtors	200,000.00
<b>Total</b>	<b>200,000.00</b>

**Note 04: Creditors**

Creditors	(100,000.00)
<b>Total</b>	<b>(100,000.00)</b>

Note numbers refer to the number indicated in the P and L statement and Balance sheet

Screen for Bank of Ceylon Statement entries

## BOC Statement Entry for Bank Reconciliation

Paid by BOC					
	Cleared	ChequeNo	Details	Date	Amount
▶	N	204926	SECURITY DEPOSIT FOR	04-12-2011	1,500,000.00
	N	204926	ADVANCE PAYMENT FOR	04-12-2011	18,000,000.00
	N	204927	LEGAL FEES	04-12-2011	540,000.00
	N	456789	FOR DEC 2011	04-12-2011	100,000.00
	N	78945	RENT	04-12-2011	200,000.00
	N	CASH	CHARGES BY BANK	04-12-2011	5,000.00

Bank  
BC

End of  
31-Dec-11

Payments

Receipts

Summary

Printer

Receipts by Bank BOC					
	Cleared	ChequeNo	Details	Date	Amount
▶	N	123456	DEPOSITS	04-12-2011	12,000.00

Monthly procedure if bank statements come monthly

General Ledger Updating

## General Ledger Updating

Update Ledger

Start

Journals

Start

Payment

Start

Receipts

Start

Petty Cash

Extract Information

Start

Extract TB

Start

Transfer TB to Excel

Start

Start

Processing to make double entries and extract Trial Balance  
Director should do this after a special password

SQL Screen for Audit Trail

## Audit Trail

ID	Date	ACNo	CorrAcno	Detail	Refer	ChequeNo	Dr	Cr
13211	31-Mar-12	10-100		Op Balances	JVr/1		0	2000000
13212	31-Mar-12	15-200		Op Balances	JVr/1		1000000	0
13213	31-Mar-12	21-100		Op Balances	JVr/1		500000	0
13214	31-Mar-12	21-200		Op Balances	JVr/1		400000	0
13215	31-Mar-12	45-001		Op Balances	JVr/1		50000	0
13226	31-Mar-12	22-100		Op Balances	JVr/1		50000	0
13216	02-Apr-12	36-117	21-100	Books	PB1/01		1000	0
13217	02-Apr-12	21-100	36-117	Books	PB1/01		0	1000
13222	18-Apr-12	50-100	21-100	Sales	RB1/1		0	50000
13223	18-Apr-12	21-100	50-100	Sales	RB1/1		50000	0
13218	21-Apr-12	35-601	21-100	Electricity	PB1/02		3000	0
13219	21-Apr-12	21-100	35-601	Electricity	PB1/02		0	3000
13220	22-Apr-12	36-117	21-100	Books	PB1/03		5000	0
13221	22-Apr-12	21-100	36-117	Books	PB1/03		0	5000
13227	22-Apr-12	36-117	21-200	Books	PB2/04		7000	0
13228	22-Apr-12	21-200	36-117	Books	PB2/04		0	7000

Type Your Query Here

Select \* FROM GeneralLedger ORDER BY DATE,ID

Execute

Clear